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Title of Document: DDSN Owned Staff Housing

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Applicability: All DDSN State Employees

The language used in this policy does not create an employment contract between the employee and the Department of disabilities and Special Needs (SCDDSN). SCDDSN reserves the right to revise the contents of this policy, in whole or in part.

PURPOSE

This directive establishes policy covering assignment of staff housing and responsibilities of the Department and the employees who occupy DDSN owned staff residences.

AUTHORITY

The Appropriations Act provides that housing may be furnished to employees at Whitten Center without charge. No aspect of housing is to be provided as a perquisite of employment which clearly means that DDSN should recoup utilities expenses for electricity, water, natural gas or like expenses.

APPROVAL TO OCCUPY

When a staff residence becomes vacant, the District Director shall review the future use of the house. If it is determined that future use should continue to be staff housing, the District Director will recommend to the Deputy State Director a candidate to occupy the house for the approval of the State Director. The State Director's decision will be final. Priority will be given to professionals, such as physicians, whose presence on a 24 hour basis will enhance the life safety of clients or otherwise benefit the regional center.

DDSN RESPONSIBILITIES

- a. Insurance Coverage - The Department shall carry, through the State's Insurance Reserve Fund, a Fire and Extended Coverage on the structure (including built-in equipment such as hot water heater, heating and air conditioning system, built-in dishwasher, built-in range and hood).
- b. Maintenance Repair and Replacement - The Department shall be responsible for repairs and for replacement of built-in equipment. Determination of need and authorization to

expend funds in this regard shall be made by the Director of Engineering and Planning or the Deputy State Director, Support Services in writing. Emergency authorization may be given in special circumstances to be backed up by a written authorization. Preventive maintenance such as filter change and coil changing shall be performed semi-annually by the regional physical plant department.

- c. Reports - DDSN shall report to the State Auditor and the Joint Legislative Committee on Personal Service Financing and Budgeting the fair market rental value of any residences furnished to a DDSN employee by October 1st of each fiscal year. The fair market rental value shall also be reported to each employee occupying DDSN owned housing by January 31 of each year.

EMPLOYEE (TENANT) RESPONSIBILITIES

- a. The tenant shall carry adequate liability and property insurance to cover injury to self, family guests and personal property loss.
- b. Maintenance, Repair and Replacement: Prior to occupancy, the Department shall paint, replace or rework flooring, etc., as deemed necessary by the Director of Engineering and Planning to make the house livable. It shall be the responsibility of the tenant to maintain the interior of the house for the duration of his/her stay and to leave it in its original condition when moving out. Any costs incurred by the Department to bring the house up to its original condition shall be reimbursed by the tenant.
- c. Modifications and Changes: No modification or changes to the house shall be initiated by the tenant without a written request and a written approval by the Deputy State Director, Support Services.
- d. Movable Appliances and Equipment: It shall be the responsibility of the tenant to provide miscellaneous appliances to include a refrigeration, freezer, washing machine, dryer and drapes and rods as necessary for his/her comfort.
- e. Yard and Grounds: It is the tenant's responsibility to keep the grass cut and the premises attractive and presentable at all times. The tenant shall be responsible for keeping the premises and the yard adjoining the house free from trash, obstructions or debris at all times.
- f. Moving Out: It shall be the responsibility of the tenant to give a thirty (30) day written notice to the Department. A joint inspection by the tenant and a designated Department representative of the house shall be conducted to establish the condition of the house.

When an employee leaves employment with the Department, the DDSN-owned residence must be vacated within thirty (30) days of the date of separation.

UTILITIES

The monthly charges for staff residences shall include actual usage costs for all utilities. Personal telephone service is the responsibility of the employee.

All DDSN-owned staff housing shall be metered for utilities including water, electricity and gas, as applicable. The added charge for sewer service shall be the same rate as the charge for water. All utility meters shall be read by the regional physical plant department on the 15th day of each month. Meters also shall be read when an employee occupies or vacates a staff residence. A log shall be maintained for each house identifying dates (day, month and year) the meters were read, meter readings at the end of the previous period and the current meter reading.

Utility statements shall be presented to tenants by the 20th day of each month and are considered past due on the 1st of the following month.

The District Director is responsible for the timely collection of the utility charge and for taking action to remove employees from DDSN housing for non-payment, developing a pattern of slow payment or for other good cause.

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